



Pre-Service Training

Driver

Job Posting

| | |
|--|---|
| Location | Don Chedi, Supanburi Province (transportation and lodging provided) |
| Dates | November 1, 2023 – March 20, 2024 |
| Duration of contract | Not to exceed 141 total days, paid at daily rate |
| <i>*note that several holidays fall within this period. The total working days shall not exceed (141 total days)</i> | |
| Number of positions | 2 Drivers to be hired |
| Reports to | Training Manager (TM) |

POSITION SUMMARY

This is a full-time, short-term contract position which requires approximately 20 weeks of living and working at the central training site in Don Chedi, Supanburi Province. Transportation and lodging are provided. Company vehicle provided for official driving needs.

Under the guidance and supervision of the Training Manager (TM), the Drivers transport Peace Corps staff, PST staff, Peace Corps Trainees, Peace Corps Volunteers, and other personnel conducting official Peace Corps business. S/he assures that vehicles are properly maintained and operated according to Peace Corps and US Government guidelines, and manufacturer specifications. In addition, s/he assists the training team with any administrative or logistical tasks.

This is a contracted position and requires living and working full-time at the central PST training site, with occasional travel to Bangkok and to training villages. The Driver will be required to follow a six-day work week, with activities in the evening, and on weekends, holidays.

MAJOR DUTIES AND RESPONSIBILITIES

Transportation and Vehicle Maintenance

- Provides safe and courteous transportation to staff, Volunteers, Trainees, and post visitors as assigned.
- Successfully completes Smith System driver's training as offered by the U.S. Embassy.
- Is available to provide official transportation during the workday, as well as at times outside established office hours to accommodate the needs of Peace Corps
- Operates vehicles in accordance with the traffic laws of Thailand, and policies of Peace Corps, and the United States Government.
- Practices defensive driving techniques.
- Ensures the safety and security of all passengers (including the driver himself) and Peace Corps vehicles and property by adhering to driving safety and security guidelines including, but not limited to, wearing seatbelts, no smoking, no phone usage, and not driving under the influence of drugs or alcohol.
- Reads and understands the appropriate procedures to follow in the event of an accident, per MS 524.

- Maintains detailed vehicle logs for all travel in the Peace Corps vehicles, including stops, mileage, fueling, and maintenance. Submits logs weekly and on a timely basis.
- Assumes responsibility for the safe storage of vehicles at Peace Corps facilities, as well as in acceptable locations when traveling over night to other locations.
- Procures fuel and automotive supplies as directed.
- Keeps the vehicles orderly and free of personal possessions.
- Maintains a safe, secure, and clear garage facility.
- Must be willing to travel and work extended hours. Compensatory time off in lieu of overtime may be accrued and used according to established procedures at Post.
- Provides driving and accompaniment services for PC cashier (or delegate) while transporting cash to and from Peace Corps office.
- When necessary performs basic vehicle maintenance to ensure safe driving conditions

Office Support and Administration

- Provides administrative and office support: make Xerox/scan copies, print and bind documents, laminate documents
- Provides manual labor and other logistic support for various activities/events: conference room setup, office furniture and equipment relocation, residence moving support, drinking water bottles replacement, etc.
- Performs maintenance work as backup or as needed, including change the light bulb, clean the pipe drainage, basic fixing for electric appliance/furniture/office equipment and others as needed.
- Assists the Training Manager in making payments and small purchases.
- Assists in identification of new vendors, obtains quotations/brochures and gets clarification on the payment method
- Obtains appropriate cash advances for travel, small purchases or services. Clears all advances in a timely manner not to exceed 72 hours but as soon as possible in all cases.
- Submits all receipts properly translated.
- Picks up/delivers mail to/from the U.S. Embassy, packing & mailing service at post, customs office, or other designated sites
- Completes all required Peace Corps trainings including confidentiality, harassment, and safety/security topics as mandated by Post or Peace Corps headquarters.
- Supports and assists team to set up venues/ premises for training, conferences, workshop etc.
- Maintains a professional and positive public image with the training staff, Trainees, and the local community.
- Completes online trainings required by Peace Corps.
- Assists Trainees and PC Staff on fixing PC bikes when needed.
- Other duties as assigned.

Other Responsibilities

- Assumes personal responsibility for fines and penalties imposed as a result of traffic violations within Thailand
- Uses U.S. Government property – including phones, vehicles, office equipment, tools, computers, physical property (land and buildings), and any other material resources purchased using U.S. Government funds – responsibly, and for fulfillment of official business only.
- Understands and practices principles of diversity and inclusion, and refrains from making gratuitous remarks or remarks which a reasonable person would label as “insensitive” or “discourteous.”

- Treats information obtained – read or heard – with confidentiality and with sensitivity.

SAFETY AND SECURITY

Operates Peace Corps vehicles safely at all times. Immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and CD.

Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles. Understands emergency procedures at PST site.

OCCASIONAL MONEY HOLDER

The personal service contractor (PSC) may be requested to courier cash and/or purchase orders to various vendors who furnish supplies and/or services to Pre-Service Training/In-Service Training site, or other locations as directed by the Contracting Officer. The PSC may also be requested to courier cash to Peace Corps trainees or volunteers. The PSC will not be functioning as a procurement or disbursing official but will only be acting as an intermediary between the Contracting or Disbursing Officer and the recipient. In the case of dealing with vendors, the PSC will not exercise any procurement discretion concerning the supplies or services to be purchased or the cost limits of these purchases; these will be determined by the Contracting Officer.

REQUIRED QUALIFICATIONS

- Education: Secondary School or Vocational School Diploma
- Work Experience: One-year professional driving experience
- Language: Fluent in Thai
- Valid driver's license
- Clean driving record
- Pass a US Embassy background check
- Knowledge of Thai driving rules and regulations

DESIRED QUALIFICATIONS

- Work Experience: Three years professional driving experience
- Language: Proficiency in English
- Know and be able to perform basic auto repair
- Ability to ride a bicycle
- Ability to fix a bicycle
- Familiarity with routes and roadways in Thailand
- Proficiency with computers and smart phones
- Experience with international organizations

Application Period: August 4, 2023 – September 1, 2023

To apply: Submit a complete resume to ThailandJobs@peacecorps.gov during the application period listed above.

Notes:

- Only short-listed candidates will be contacted.
- One or more positions may be filled from this announcement.
- Peace Corps may consider international applicants, but reserves the right to prioritize host country national candidates.
- Contracting Officer reserves the right to accept late applications on an ad hoc basis
- Candidates must indicate if they have ever previously served as a Peace Corps Trainee,

Volunteer, or Staff member.

- Peace Corps reserves the right to withhold an offer from any candidate with a prior history of poor performance or conduct as a Peace Corps Trainee, Volunteer, or Staff member.
- Peace Corps reserves the right to withhold an offer to any candidate that is a relative or household member of any current Peace Corps staff member.
- Peace Corps will not discriminate against an applicant because of that person's race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older, except when the applicant is beyond the mandatory retirement age of 60 years old), disability, or genetic information.